

Library Services & Technology Act

FY 1998-99 - APPLICATION FORM

Organization/Institution: **Orem Public Library**
 Project Title: Branch Library on Disabilities
 Project Director's Name: Dennis Clark
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Check Applicable Grant Category

For Public Libraries Only			
Basic Technology	Automation Grant		
Enhanced Integrated System	Planning Grant	Technology Grant	
Enhanced Internet Connectivity	Planning Grant	Technology Grant	
For All Libraries			
Community Electronic Network	Planning Grant	Technology Grant	
Partnerships & Cooperative Projects	Planning Grant	Implementation Grant	
Improved Access to Library Services	Planning Grant	Technology Grant	Customized Service Grant X

Check Funding Category

X Mini-Grant (to \$7,500) No Match required

Regular
 (\$7,501-\$74,999) Match (25%)

Major (\$75,000 and up) Match (35%)

AMOUNT REQUESTED FOR THE TOTAL PROJECT:

Federal LSTA	\$ 7,437	
Match (if required)	\$	%
Total	\$ 7,437	

I. SUMMARY

PROJECT TITLE: Branch Library on Disabilities

PROJECT DATES: Jan 1999 - June 1999

Summary of Project, in 150 words or less:

Kids On the Move (KOTM) is a private, non-profit agency which provides developmental services to young children (at risk and with disabilities) throughout Utah County. It serves approximately 220 families per month, with anticipated enrollment of 450 children in FY1998-1999. Since 1992, KOTM has operated a lending library on disabilities and related issues. The collection has grown to over 4,000 items.

This project will implement the listing of the KOTM collection in the catalog of Orem Public Library (OPL), with the KOTM library being available as a specialized reference collection to Orem's patrons. KOTM will continue to staff and operate the Branch Library, with a remote computer link to OPL. OPL will catalog the collection and provide ongoing technical assistance to KOTM library personnel. The Branch Library will be a public reading room, with circulation initially limited to only KOTM staff and current KOTM client families. KOTM plans full public circulation for the future.

II. PROJECT DESCRIPTION

A. NEEDS STATEMENT

Kids On the Move is a private, non-profit early childhood center with significant community presence in:

- providing developmental services to infants and toddlers with disabilities in the Northern half of Utah County.
- providing Early Head Start Services to "at risk" infants and toddlers throughout Utah County.
- advocating for and promoting the inclusion of persons with disabilities in the mainstream of community life throughout Utah County.
- supporting the community in meeting the needs of children with disabilities and their families.

As an important component in meeting the above goals, KOTM has a well-developed library collection on disabilities and related issues. This collection includes 2,460 books, 171 videotapes, 60 audiotapes, current subscriptions to 30 periodicals, 52 state and national newsletters, and a comprehensive file of information from over 500 local and national disability organizations.

This library has been open to the general public since its inception in 1992. However, the manual circulation system and lack of standard library cataloguing have hampered effective access by the patrons. Currently, items are color coded and grouped on shelves by topic. Patrons cannot do a topical or title search to locate materials.

Orem Public Library has acquired a number of titles on disability topics. However, the library has limited resources to develop a collection on disabilities in the depth that KOTM has already done. In a survey comparing the KOTM collection with OPL holdings, we have found only a 10% overlap, indicating that the KOTM holdings will truly expand the OPL library holdings.

Some indicators of the critical need that families have for information on disabilities are:

- The number of school children receiving special education services has increased to an average of 12% of the school population'.
- Improved medical technology has saved lives that previously would have been lost. For instance, more infants survive Newborn Intensive Care, but many with a disability and a need for specialized care. In fact, there is such a high incidence of significant delays in development in NBICU "graduates" that, as of July 1, 1998, all infants born at or before 32 weeks gestation and/or

with a birth weight of 1,000 grams or less are automatically eligible for at least one year of infant development services.

- Less institutionalization means more families are coping with issues of disability in their homes. For example, 18 months ago we received a call from the out-of-state parents of a school-age child with Cerebral Palsy requesting information about educational strategies and choices for their child. They had heard about KOTM through one set of grandparents, who live in Utah Valley. We were able to send much needed information to this family. They were so grateful, they subsequently made a financial donation (totally unsolicited) to our program.
- Increased life expectancy and the aging of America means a higher percentage of the population will be dealing with disabilities due to aging.
- Some disabilities are being identified more accurately and at an earlier age. For instance, greater scientific understanding of Autism Spectrum Disorder has led to children formerly classified as "schizophrenic" as being more correctly diagnosed with autism, and a substantial number of children being diagnosed with autism as early as 2 years old, when formerly diagnosis was not made until the child was at least 5 years old. The time of diagnosis is generally recognized as a time when parents experience an intense need and desire for accurate information.

With passage of the ADA and IDEA (Individuals with Disabilities Education Act), there is a greater public need for information on disabilities, including:

- civil rights of persons with disabilities.
- educational rights of persons with disabilities.
- how to accommodate persons with disabilities in public programs and in the community.
- how persons with disabilities and their families can effectively advocate in the community.

Listing KOTM holdings on the ORL system will increase public access to this information. For instance, one community member had a teenager diagnosed with a rare, degenerative eye disorder. This family had spent considerable time researching this disorder. The mother was amazed during a discussion with KOTM staff to find that we had on file a packet of information from the national organization on this disability, which they had gone to some lengths to find. Not only will patrons visiting OPL be able to search the KOTM collection on the OPL system, but persons accessing the ORL catalog through the Internet will also have access to the catalog records. It will also improve access for patrons on-site at the KOTM Branch Library since they will be able to do topical and title searches through the remote computer link to the OPL catalog. Patrons desiring to use the KOTM Branch Library on Disabilities can get referral information (Branch Library address and operating hours) on the computer and/or a referral card from OPL librarians.

Although KOTM has developed a good collection of information, the existence of this resource is not widely known. We recently had a call from a parent of a 3-year old son with autism. In the course of the conversation, this parent mentioned an American movie which he had seen in Mexico regarding the commitment of parents of a disabled child to helping him lead a productive life. This father said he personally needed this kind of information, since it gave him hope as a parent. This is a film which we have available in our library, but he was unaware that the library was locally available to him. He now has an appointment to visit our library.

OPL and KOTM have determined that the collection be physically located physical at KOTM, as staff and their client families use this information regularly. KOTM has invested resources in the recent completion of a new library room to house this collection. The KOTM Center is in full compliance with the ADA for handicapped accessibility.

B. PROJECT GOALS AND OBJECTIVES

Goal: To increase public access to information on disabilities and related issues.

Objectives:

1. To increase in-house public use of the KOTM Branch Library by 50% over one year.
2. To assist in developing the collection by tracking circulation, information requests and topics of high use.

C. PROGRAM/METHODS STATEMENT

Activity 1: Set up remote computer link to OPL from KOTM Branch Library.

Required Resources and Personnel: Equipment needed includes two computers (specifications attached), two modems, two dedicated phone lines, two pair of V-Mark and Dynix port licenses, scanning equipment, and a terminal emulation program. Personnel needs includes time to configure and install the computers.

How This Activity Supports Objectives:

Objective 1: Increases public access to KOTM Branch holdings through the OPL catalog system, including public Internet access.

Objective 2: Enables electronic tracking of items checked out and searched for.

Activity 2: Catalog the current KOTM Branch Library holdings to library standards, including *AACR2*, *LCSH*, *DDC 21*, and full MARC records for each item.

Required Resources and Personnel: Resources needed include remote access to the OPL Dynix Library system (see Activity 1) and book labeling materials. Personnel needed includes OPL cataloguers to catalog items, KOTM library staff to label books and to reorganize the shelving to effectively use the DDC call numbers.

How This Activity Supports Objectives:

Objective 1: Increases ease and effectiveness of public access by providing a computerized library catalog including complete item descriptions and topical indexing.

Objective 2: Enables efficient tracking of searches and in-house use at KOTM.

Activity 3: Increase public awareness of KOTM holdings and Branch Library operation through an initial Open House and ongoing outreach and dissemination of Branch Library information.

Required Resources and Personnel: Resources for the Open House include invitations and letters of notification, postage, press releases, a guest register, and refreshments. Personnel needed includes staff and volunteers to disseminate open house information and host the Open House. Resources needed for ongoing outreach include print materials (brochures and referral cards), postage, mileage reimbursement to deliver these materials to the community, and an electronic patron database. Personnel needed includes staff and volunteers to develop the printed materials, disseminate the information personally and by mail, and to answer telephone queries.

How This Activity Supports Objectives:

Objective 1: Publicizing the Branch Library existence and expanded capabilities will bring more community members to the Branch Library.

Objective 2: As community members visit and call for specific information, requested items and topics can be tracked and help shape collection development to best meet community information needs.

D. PROJECT TIMETABLE

Activity 1: Set up remote computer link to OPL from KOTM Branch Library.

- January 5-20, 1999: Internal wiring and external wiring for two dedicated phone lines and LAN wiring. Responsibility: Outside contractors under the direction of Eileen Chamberland (KOTM).
- January 5-20, 1999: Negotiate final prices, order and receive hardware and software. Responsibility: Eileen Chamberland (KOTM) with consultation from Dennis Clark (OPL).
- January 20-February 15, 1999: Configure and install hardware and software. Responsibility: OPL personnel under the direction of Dennis Clark (OPL).
- February-March 1999: KOTM Branch Library staff and volunteer training on the new information system. Responsibility: OPL provide training and technical assistance; KOTM provide library personnel and volunteers.

Activity 2: Catalog the current KOTM Branch Library holdings to library standards.

- Already completed: Bar code KOTM Branch Library items consistent with OPL format.
- Already completed: Process and prepare volumes for lending (book jackets, Vistafoil covering, etc.).

- Already completed: Make a master list of the KOTM Branch collection with basic identifying information on each item.
- December-January 1999: OPL Cataloguers and KOTM staff determine collection codes and prepare a pre- installation document. Responsibility: Dennis Clark (OPL) and Eileen Chamberland (KOTM).
- February 20, 1999: First box of items goes to OPL staff for complete cataloguing. OPL Cataloguing staff will work on this project approximately half-time from February 20 to June 30, 1999. Upon completion of the first box of items, items are returned to KOTM for labeling. OPL and KOTM collaborate to refine and revise collection codes and the pre-installation document. Responsibility: Assigned KOTM staff transport items to OPL for cataloguing and pick up to return to KOTM. OPL cataloguing staff, under the direction of Dennis Clark, catalog items. KOTM staff label books and complete processing as needed to go on KOTM Branch Library shelves.
- February 20, 1999-June 30, 1999: Cataloguing continues until all cataloguing is finished. Responsibility: As above. Ongoing communication and decision making between OPL (Dennis Clark) and KOTM (Eileen Chamberland) to make decisions as they arise and to trouble-shoot problems.
- July-December, 1999: Ongoing cataloguing of new Branch Library acquisitions.

Activity 3: Increase public awareness of KOTM holdings and Branch Library operation

- February-June 1999: Initial patron database entry into Branch Library system.
- June 1999: Plan Branch Library Open House for July 1999. Design and print ongoing outreach materials (brochure and referral cards).
- July 1999: Hold Branch Library Open House and do initial public outreach mailing and visits. Responsibility: KOTM Volunteers under the direction of the KOTM Board of Directors and Eileen Chamberland as supervising staff member.
- August 1999-December 1999. Continue ongoing public information dissemination.

E. EVALUATION STATEMENT

Branch Library evaluation will serve a two-fold purpose: (1) to determine frequency and type of patron use of the library and (2) to determine areas of deficit to be addressed in Branch Library development.

Evaluation will be conducted by:

- Maintaining a patron log which includes: Date, Patron Name, Topic of Interest, Did you find adequate information?, and Comments.
- Sending an annual patron satisfaction survey by mail with return envelope.
- Having library personnel keep anecdotal notes library strengths and needs as expressed by patrons
- Examining use and circulation patterns tracked electronically by the library system to identify collection development needs.

F. COMMUNITY SUPPORT STATEMENT

OPL and KOTM have been actively exploring and planning this collaborative venture for the past three years. Eileen Chamberland (KOTM) visited Utah Valley Regional Medical Center Library as a model of a specialty library, where the librarian indicated enthusiasm for this project and stated her desire for a library on disabilities to which she could refer patrons.

Agencies who have used the current library and expressed support for this project include Alpine School District Administrators, Alpine School District teachers (preschool, special education), Utah Valley State College and BYU students, current and "graduate" parents of KOTM kids, local disability support group members (Autism Support Group, Down Syndrome Support Group, Learning Disabilities/CHADD Support Group), Parent-to-parent volunteers for Utah Valley Regional Medical Center, School for the Deaf and Blind Parent Advisors, and community members at large.

Planned steps which OPL and KOTM have already taken to bring this project to completion include a

massive project to barcode all library items and to cover all books. Both of these projects were undertaken with hundreds of hours of community volunteer help in 1997 and 1998. KOTM has continued to devote funding to collection development, including monies committed by United Way of Utah County and contract monies from the Utah Department of Health. OPL has generously provided technical support at every step and drafted preliminary outlines of procedures and project steps.

G. FUTURE FUNDING STATEMENT

During the three years since the inception of this project, neither OPL nor KOTM have flagged in their resolve to bring the project to completion. Both agencies are ready to make a long-term commitment to the Branch Library on Disabilities. This commitment will be articulated in a formal agreement between OPL and KOTM, to be drafted by the Orem City Attorney and finalized by January 31, 1999. This agreement will stipulate each agency's role in the operation and maintenance of the Branch Library:

- KOTM will provide the Branch Library facility, continue to commit resources to collection development, funding phone lines, funding maintenance of software, and staffing the library.
 - OPL will provide cataloguing services, patron referral, access to an automated library system by remote computer link, and ongoing technical assistance.
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